

Policy: In order to avoid duplication of effort, division's planning and evaluation office will assume responsibility for filing the grant request with the Budget Division of the Department of Administration, the Fiscal Analysis Division of the Legislative Counsel Bureau and the director of the Department of Human Resources.

Purpose: This policy provides procedures in which to ensure federal grants are processed properly and are in compliance with Nevada Revised Statutes and the State Administrative Manual.

Procedure:

I. Grant Application Process

Generally, once the decision is made to apply for a grant, it is most comfortably undertaken using an 8-12 week process. This process involves three key activities; 1) a "writing" phase (4-6 weeks), 2) a "review" phase (2-3 week), and 3) a "finalization" phase (2-3 weeks).

The decision to submit a grant proposal is based upon both internal and external factors that consider the need and cost efficiencies of making such an application. Once the decision to apply for a grant is made, the grant application is done via staff or personnel under the direction of the Chief of Planning and Evaluation.

A completed grant application must include all attachments and authorizations. At a minimum, each completed application has the following components:

- A. Grant application format: The format of each application adheres to any prescribed format as identified by funding source.
- B. Approval of any appropriate governing boards: Often grant applications have to be formally adopted by specific governing board(s); such as the Mental Health Planning & Advisory Council, or the Commission on Mental Health and Developmental Services.
- C. Certifications: These are attached to each grant application, and must be signed by the MHDS Division Administrator. Some grant applications will also require authorizations from the Departmental Director and/or Governors office.

- II. Grants are submitted in accordance with specific timelines as identified from the funding source.
- III. All federal grant awards are submitted in compliance with NRS 353.245 and SAM 3002.0-3016.0. Basic grant application format can be found as in guidelines set forth in OMB Circular A-102. All agencies will forward two (2) copies of federal grant requests to division's planning and evaluation office prior to their submittal to the appropriate federal agency.
- IV. Immediately upon notification of the award (including grant awards for money, equipment, materials or service), agencies are required to forward the following information to Division's Planning and Evaluation Office and the Administrative Services Officer III (position #0010).
 - A. Grant award notice
 - B. Amount of grant (federal amount and state match amount, if any)
 - C. The grant's program number in the Federal Domestic Assistance
 - D. Time period of grant (duration and effective or starting date)
 - E. Budget/Accounting (fund, budget account, G.L., etc. where grant will be recorded)
 - F. Date application request was submitted to the Division's Planning and Evaluation Office. Again, Division's Planning and Evaluation Office will coordinate with Division Administration so that all grant information is provided to the Budget Division of the Department of Administration and the Fiscal Analysis Division of the Legislative Counsel Bureau.
- V. Grant Review and Reporting

The awards are reviewed for allowable and unallowable costs by the Administrative Services Officer II (position #0010) and the Chief of Planning and Evaluation prior to the approval of any grant expenditures. While the specific requirements vary from grant to grant, each grant manager provides the required documentation to each funding source. Federal Form 272-A is submitted quarterly by the Administrative Services Officer II (position #0010). Both fiscal and non-fiscal files and project records are maintained in accordance with the established MHDS Division record retention schedule. Program reports are generally provided quarterly or annually by the identified grant officer, and/or the Chief of Planning and Evaluation or his designee. In some cases, Division staff provides an annual on-site oral defense of the grant renewal or application.

VI. Grant Purchase Approval

- A. A "Purchase Request" is completed and signed by the grant manager which includes the following information: Date of Request, Requested by, Suggested Vendor, Other Vendors Contacted, Estimated Price, Confirmed Price, Item requested, Purpose/Reason Needed, **Specific Grant Purpose**, Budget Information, Signature Approval.
- B. The purchase request is submitted to the Chief of Planning and Evaluation for approval and signature. Once approved by the Chief of Planning and Evaluation, the purchase request is then submitted to the Administrative Services Officer III (position #0010) for verification of funds. The Administrative Services Officer III(position #0010) will withhold approval signature if the grant purpose is not clearly documented.

VII. Grant Voucher Payable Process

- A. All requests for reimbursement are completed by the Agency on a Deposit Receipt form (D-8). This D-8 is submitted to the Administrative Services Officer II (position #0010) in Central Office with copies of the voucher payable and the bill received by the provider. The Administrative Services Officer II (position #0010) approves reimbursement of expenditures by the grant and signs the D-8. All D-8's are sent to the Treasurer's Office for draw down of the federal funds.
- B. Spreadsheets are maintained by the Administrative Services Officer II (position #0010) to monitor grant revenue drawn to insure that funds are available. Closing Budget Status Reports of the agencies are submitted to the Administrative Services Officer II (position #0010) to reconcile grant funds received to grant expenditures.

VIII. Reconciliation of Grant Funds Received

Each agency is responsible for reconciling the grant funds received to their Budget Status Report and report any discrepancies to the Chief of Planning and Evaluation and the Administrative Services Officer II (position #0010). The agency's F74.0 report is submitted to Central Office for grant reconciliation. Closing Budget Status Reports of the agencies are submitted to the Central Office Administrative Services Officer II (position #0010) to reconcile grant funds received to grant expenditures. The Central Office Administrative Services Officer (position #0010) will review grant award expenditures with the Chief of Planning and Evaluation on a regular basis.

IX. Monitoring Sub-Recipients

As a condition of funding each sub-recipient must agree to provide measurable deliverables if possible and provide monthly and quarterly statistical reports. Often each program grant requires specific quality assurance (QA) activities as a condition of continued funding. Discrepancies identified in these QA activities usually will

require a corrective action plan from the sub-recipient to be filed immediately.

X. Grant Close-out Process

Federal grants require a summary report or implementation report as part of the formal close out process. Program reports are generally provided at the completion of each grant fiscal year, or more frequently if specified by the funding source. Each grant administered by the division is monitored monthly, however, to minimize undue fund reversions.

XI. Each division agency shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.

A handwritten signature in black ink that reads "CHAD BRANDENBURG". The signature is written in a cursive, slightly slanted style. The last letter of the last name, "G", is written as a large, stylized loop that extends downwards and to the right.

Administrator

Effective Date: 4/15/82
Date Revised: 2/8/02, 10/04/01, 12/5/01, 3/20/07
MHDS Commission Approval: 2/8/02